

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

|   |                                      |
|---|--------------------------------------|
| <b>SUBJECT:</b><br>2014 State Holidays for Excluded Employees | <b>REFERENCE NUMBER:</b><br>2013-040 |
| <b>DATE ISSUED:</b><br>12/06/13                               | <b>SUPERSEDES:</b>                   |

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Human Resources  
Labor Relations Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 322-0765  
Email: psb@calhr.ca.gov

The following chart shows the 2014 holiday schedule for excluded employees.

**2014 Holiday Schedule – Excluded Employees**

|                       |                            |
|-----------------------|----------------------------|
| Wednesday, January 1  | New Year's Day             |
| Monday, January 20    | Martin Luther King Jr. Day |
| Monday, February 17   | Presidents' Day            |
| Monday, March 31      | Cesar Chavez Day           |
| Monday, May 26        | Memorial Day               |
| Friday, July 4        | Independence Day           |
| Monday, September 1   | Labor Day                  |
| Tuesday, November 11  | Veterans Day               |
| Thursday, November 27 | Thanksgiving Day           |
| Friday, November 28   | Day after Thanksgiving     |
| Thursday, December 25 | Christmas Day              |

In addition to the holidays listed, excluded employees receive one personal holiday per fiscal year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are

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credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

For questions related to this PML, State department personnel office designated liaisons should contact CalHR's Personnel Service Branch by emailing questions to [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov) or calling (916) 323-3343.

/s/ Mary Sue Paul

Mary Sue Paul, Manager  
Personnel Services Branch